

ATRRS Desk Reference

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What is ATRRS?

The Army Training Requirements and Resources System (ATRRS) is a Department of the Army automated training management system that is used to establish training requirements, manage class schedules and quotas, make seat reservations, and record student attendance at DOD formal service schools.

What do I need to access ATRRS?

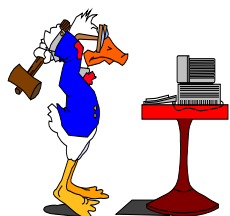
In order to access ATRRS each user must have a valid **LOGON ID** and **PASSWORD** that is issued by the Director, Single Agency Manager-Pentagon (SAM-P). The SAM-P LOGONID Request Form 9-R along with instructions for completing the form and mailing information is in the Appendix A.

You also need to be assigned to a valid ATRRS “**Access Code**” to make updates to the system. The access code for USARPAC is “**APVRCP**”. Contact the ATRRS access code manager at (703) 695-2231 and request that your LOGONID be assigned to this access code.

What software program is used to access ATRRS?

QWS3270 is the software program that the ATRRS Program Management Office provides to ATRRS users to access ATRRS. QWS3270 allows users to access the IBM mainframe computer where ATRRS resides via an Internet connection. You can download this software from the ATRRS home page at <http://www.atrrs.army.mil/>. Follow the instructions to install the software on your computer.

Note: There is a computer based training (CBT) course on ATRRS operations that you can apply for on the ATRRS home page. Click on the “**Computer Based Training**” graphic on the home page and follow the instructions to request the ATRRS CBT CD-ROM. This course is highly recommended for those with little or no ATRRS experience.



**When you feel like this call the
ATRRS Help Desk Number at
(703) 695-2060/2353**

Entering & Exiting the Main Option List Screen

Step 1.

Screen	Action	Remarks
Active Desk Top	Click on the “QWS3270” icon	Note: You need to download and install the ATRRS software. See the Introduction section.



Step 2.

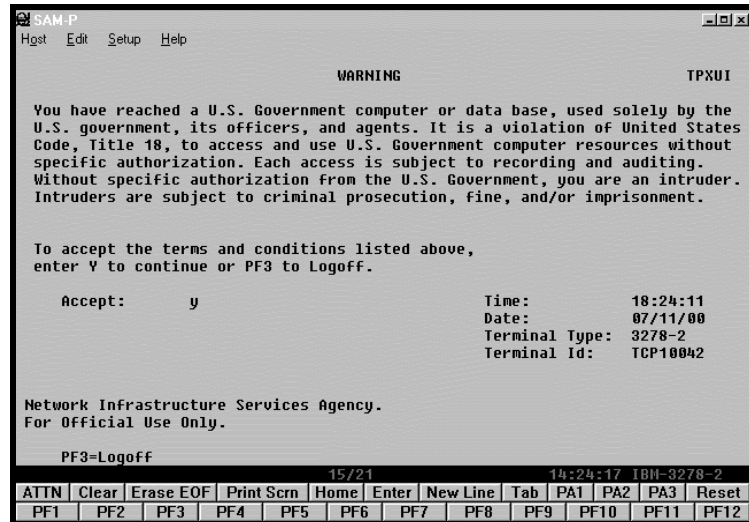
Screen	Action	Remarks
SAM-P	Click the “Connect” button.	

A screenshot of a 'Connect' dialog box. The 'Session Name' is set to 'SAM-P'. The 'Host Name' is '199.10.32.81' and the 'Port' is '23'. The 'Disconnect Options' section has 'Exit on Close' selected. The 'File Transfer Options' section has 'Host Type' set to 'CMS'. The 'Mainframe Code Page' section has '037 English-US' selected. The 'Copy/Paste Mode' section has 'Line Mode' selected. The 'Terminal Type' is set to 'IBM-3278-2'. The 'DDE Topic' is 'SESSIONA'. The 'Custom Language File' is 'English(U.S.)'. The 'Connect' button is highlighted.

Entering & exiting the Main Option List Screen

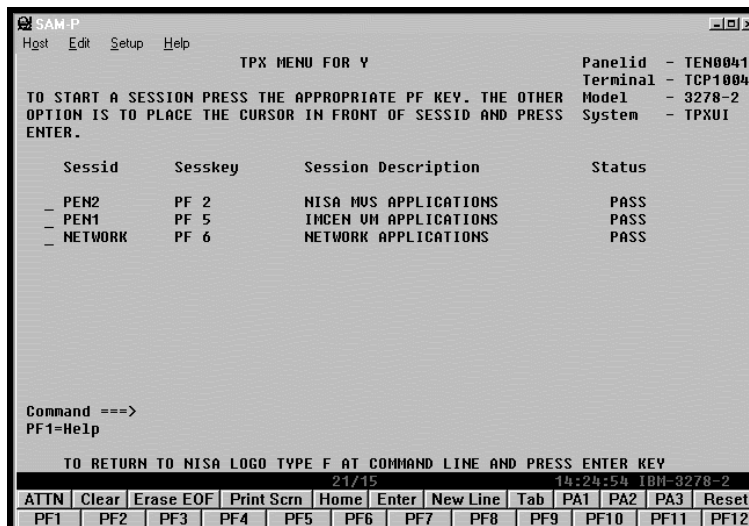
Step 3.

Screen	Action	Remarks
Warning	Type “Y” at the “Accept” prompt and press the “Enter” key.	Note: You can also click on the buttons on the bottom of each screen.



Step 4.

Screen	Action	Remarks
TPX Menu	Click the “PF2” button.	



Entering & Exiting the Main Option List Screen

Step 5.

Screen	Action	Remarks
NISA	Enter your ATRRS LOGON ID and Password at the prompts and click the “Enter” button.	Note: You must request a LOGON ID and Password. See the Introduction section.

```

SAM-P
Hgst Edit Setup Help

                                TPXUM   You are on SYS1
                                HELP DESK NUMBER: 703-614-6762 DSN 224-6762

/000
/0000000
/0000/0000
/0000 /0000
/0000 /0000
/0000 /0000
/0000 /0000
/0000000000
/////////

WARNING: Unauthorized use of this computer system is a
violation of U.S.C. Title 18. Violators will be prosecuted.

LOGONID:                        (or LOGOFF)      TIME:          18:26:20
Password:                       DATE:           07/11/00
Account:                        TERMINAL TYPE: 3278-2
                                TERMINAL ID:   TCP10042

Network Infrastructure Services Agency.
For Official Use Only.

PF3=TO RETURN TO ORIGINAL HOST/COMPUTER NETWORK
15/20 14:25:37 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
  
```

Step 6.

Screen	Action	Remarks
TPX Menu	Click the “PF5” button.	

```

SAM-P
Hgst Edit Setup Help

                                TPX menu for SPW3L
                                Panelid - TEN0041
                                Terminal - TCP10042
                                Model - 3278-2
                                System - TPXUM

Cndkey=PF15      Jump=PF13      Menu=PF14
Cndchar=/

TO START A SESSION PRESS THE APPROPRIATE PF KEY. THE OTHER OPTION IS TO
PLACE THE CURSOR IN FRONT OF ANY SESSION ID AND PRESS ENTER.

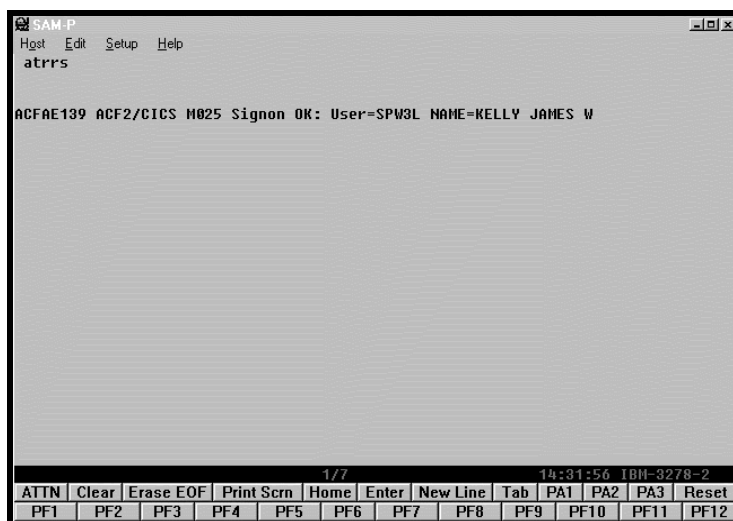
Sessid  Sesskey  Session Description  Status
- C1CDBPU PF 9      CICS DB2 Production
- C1CDSNU PF      CICS DB2 Development
- D2CU1  PF      OMEGAMON/DB2 (SYS1)
- TS01   PF      TSO ON SYSTEM ONE
- TS03   PF      TSO ON SYS3
- ATRDB2P PF 5    ATRRS DB2 PRODUCTION
- ATRSDU  PF      ATRRS DEVELOPMENT
- ATRSTST PF 17   CICS FOR ATRRS TESTING
- C1CSD2  PF 6    CICS FOR DB2 DEVELOPMENT
- C1CSPRO PF      CICS FOR STANDARD SYSTEMS
- DB2PROD PF 12   CICS FOR DB2 PRODUCTION
- DB2SAT  PF 16   CICS FOR DB2 ACCEPTANCE TESTING
- FBPRD   PF      DYNAMICALLY ADDED SESSION

Command ==>
TO EXIT THIS SCREEN TYPE F AT COMMAND LINE AND PRESS ENTER.
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cnd Help
22/15 14:30:10 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
  
```

Entering & Exiting the Main Option List Screen

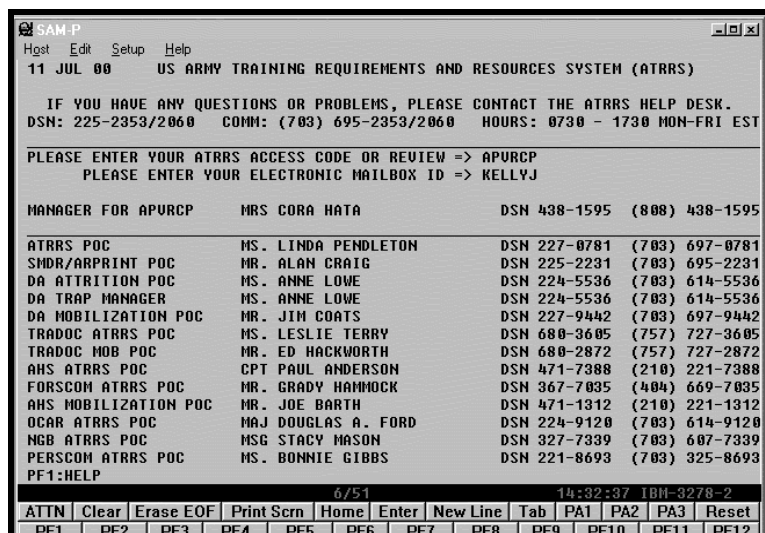
Step 7.

Screen	Action	Remarks
Sign on	Type "ATRRS" and click the "Enter" button.	



Step 8.

Screen	Action	Remarks
Access Code	Enter your access code or type "Review" at the prompt and click the "Enter" button.	Note: You must request assignment to an access code. See the Introduction section. Access code will automatically fill once you have been assigned to it.



Entering & Exiting the Main Option List Screen

Step 9.

Screen	Action	Remarks
Main Option Menu	Fill in the necessary display parameters to enroll someone in the course.	Note: See the course reservation section for information on the necessary display parameters.

The screenshot shows the SAM-P Main Option List screen. The title bar reads 'SAM-P' with menu options 'Host', 'Edit', 'Setup', and 'Help'. The main header is 'ATRDB2P US ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM MAIN OPTION LIST'. The screen is divided into two main sections: 'DISPLAY PARAMETERS' on the left and 'DISPLAYS AVAILABLE' on the right. The 'DISPLAY PARAMETERS' section lists various fields with their current values: FISCAL YEAR (00), SCHOOL CODE (907), COURSE NUMBER (ALMC-CL), PHASE (719), CLASS NUMBER (719), QUOTA SOURCE (HF), SUBQUOTA SOURCE (BC), COMPONENT CODE (BC), MOB SCENARIO (SSN), and DISPLAY DESIRED (RL). The 'DISPLAYS AVAILABLE' section lists several options: A1 A2 A3 A4 A5, ADMIN, APAM, CO, ATTRITION, AM AT, BOBC CONF, and RB. At the bottom, there is a status bar with 'PF1: HELP', 'PF3: DISPLAY INFO', and 'PF5: REQUIRED PARAMETERS FOR A DISPLAY'. The bottom-most bar shows system information: '17/22 CAPS' and '14:47:14 IBM-3278-2', along with a row of function keys (ATTN, Clear, Erase EOF, Print Scrn, Home, Enter, New Line, Tab, PA1, PA2, PA3, Reset) and a row of physical keys (PF1 through PF12).

Step 10.

Screen	Action	Remarks
Main Option Menu	Type “=x” at the “Display Desired” prompt and click the “Enter” button to exit the menu.	Note: These steps are used to exit the system once course enrollment is complete.

This screenshot is identical to the previous one, but the 'DISPLAY DESIRED' field now shows '=x' instead of 'RL'. This indicates the user has entered the command to exit the menu. The rest of the screen content, including the display parameters, available displays, and status bars, remains the same.

Entering & Exiting the Main Option List Screen

Step 11.

Screen	Action	Remarks
TPX Menu	Type “F” at “Command” prompt and click the “Enter” button	

```

SAM-P
Host Edit Setup Help

TPX menu for SPW3L

Panelid - TEN0041
Terminal - TCP10042
Model - 3278-2
System - TPXUM

Cmdkey=PF15      Jump=PF13      Menu=PF14
Cmdchar=/

TO START A SESSION PRESS THE APPROPRIATE PF KEY. THE OTHER OPTION IS TO
PLACE THE CURSOR IN FRONT OF ANY SESSION ID AND PRESS ENTER.
==> Session ATRDB2P has ended <==

Sessid  Sesskey  Session Description  Status
- CICSDBPU PF 9      CICS DB2 Production
- CICSDSNU PF      CICS DB2 Development
- D2CU1   PF      ONEGAMON/DB2 (SYS1)
- TS01    PF      TSO ON SYSTEM ONE
- TS03    PF      TSO ON SYS3
- ATRDB2P PF 5      ATRRS DB2 PRODUCTION
- ATRSDU0 PF      ATRRS DEVELOPMENT
- ATRSTST PF 17     CICS FOR ATRRS TESTING
- CICSDB2 PF 6      CICS FOR DB2 DEVELOPMENT
- CICSSPR0 PF      CICS FOR STANDARD SYSTEMS
- DB2PROD PF 12     CICS FOR DB2 PRODUCTION
- DB2SAT  PF 16     CICS FOR DB2 ACCEPTANCE TESTING
- FBPRD   PF      DYNAMICALLY ADDED SESSION

Command ==> f

TO EXIT THIS SCREEN TYPE F AT COMMAND LINE AND PRESS ENTER.
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H=Cmd Help
22/10 14:36:52 IBH-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
  
```

Step 12.

Screen	Action	Remarks
NISA	Click the “F3” button.	

```

SAM-P
Host Edit Setup Help

TPXUM You are on SYS1
HELP DESK NUMBER: 703-614-6762 DSN 224-6762

/000
/00000000
/0000/0000
/0000/0000
/0000/0000
/0000/0000
/0000/0000
/0000000000
/0000000000
////////

WARNING: Unauthorized use of this computer system is a
violation of U.S.C. Title 18. Violators will be prosecuted.

LOGONID: (or LOGOFF)      TIME: 18:38:12
Password:                DATE: 07/11/00
Account:                 TERMINAL TYPE: 3278-2
                        TERMINAL ID: TCP10042

Network Infrastructure Services Agency.
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PF3=TO RETURN TO ORIGINAL HOST/COMPUTER NETWORK
15/20 14:37:31 IBH-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
  
```


Entering & Exiting the Main Option List Screen

Step 13.

Screen	Action	Remarks
TPX Menu	Type “F” and click the “Enter” button.	

```

SAM-P
Hgst Edit Setup Help

TPX MENU FOR Y
Panelid - TEN0041
Terminal - TCP10042
Model - 3278-2
System - TPXUI

TO START A SESSION PRESS THE APPROPRIATE PF KEY. THE OTHER
OPTION IS TO PLACE THE CURSOR IN FRONT OF SESSID AND PRESS
ENTER.

Sessid      Sesskey      Session Description      Status
- PEN2      PF 2        NISA MVS APPLICATIONS    PASS
- PEN1      PF 5        IMCEN VM APPLICATIONS    PASS
- NETWORK   PF 6        NETWORK APPLICATIONS     PASS

Command ==> F
PF1=Help

TO RETURN TO NISA LOGO TYPE F AT COMMAND LINE AND PRESS ENTER KEY
21/16 14:38:09 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
  
```

Step 14.

Screen	Action	Remarks
Warning	Click the “F3” button.	Note: This will return you to your active desk top screen.

```

SAM-P
Hgst Edit Setup Help

WARNING TPXUI

You have reached a U.S. Government computer or data base, used solely by the
U.S. government, its officers, and agents. It is a violation of United States
Code, Title 18, to access and use U.S. Government computer resources without
specific authorization. Each access is subject to recording and auditing.
Without specific authorization from the U.S. Government, you are an intruder.
Intruders are subject to criminal prosecution, fine, and/or imprisonment.

To accept the terms and conditions listed above,
enter Y to continue or PF3 to Logoff.

Accept:                                     Time: 18:39:35
                                           Date: 07/11/00
                                           Terminal Type: 3278-2
                                           Terminal Id: TCP10042

Network Infrastructure Services Agency.
For Official Use Only.

PF3=Logoff
15/20 14:38:54 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
  
```


Entering Course Reservations on the RL Screen

Step 1.

Screen	Action	Remarks
Main Option List Menu	Type "RL" at "Display Desired" prompt, fill in the necessary display parameters, and click the "Enter" button.	Note: The six parameters shown below are required. The "Quota Source" for USARPAC is " HF ". The "Component Code" is usually " BC ". Use the "PF1" button for further help with the required parameters on this menu.

SAM-P
_ _ _ x

Host Edit Setup Help

ATRDB2P US ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM
MAIN OPTION LIST

DISPLAY PARAMETERS

FISCAL YEAR ==> 00
SCHOOL CODE ==> 907
COURSE NUMBER ==> ALMC-CL
PHASE ==>
CLASS NUMBER ==> 719
QUOTA SOURCE ==> HF
SUBQUOTA SOURCE ==>
COMPONENT CODE ==> BC
MOB SCENARIO ==>
SSN ==>

DISPLAY DESIRED ==> RL

DISPLAYS AVAILABLE

A1 A2 A3 A4 A5

AD CB C8 C9 DE LC LS

CO

AM AT

RB

PF6:ALL PF7:UP PF8:DOWN

PF1: HELP
PF3: DISPLAY INFO
PF5: REQUIRED PARAMETERS FOR A DISPLAY

17/22 CAPS
14:47:14 IBM-3278-2

ATTN	Clear	Erase EOF	Print Scrn	Home	Enter	New Line	Tab	PA1	PA2	PA3	Reset
PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12

Entering Course Reservations on the RL Screen

Step 2.

Screen	Action	Remarks
RL	The 13 fields shown bellow must be correctly entered: Type "A" at U , "W" at RS , "HF" will fill automatically, "BC" at CP , SSN at SSN , name at NAME , pay grade at PG , gender at G , complete address at ADDRESS , job title at DTYPOS , security clearance at SECCLR , job series at SERIES , and "Y" or "N" at HNDICPD . Then click the "Enter" button. "ADD OK" will appear under MESSAGE if registration was successful.	Hint: After typing in the SSN click the "PF9" button. If the person has previously been entered into ATRRS the remaining fields will AutoFill. Hint: Use "Y" for the security clearance input. Use the "PF1" button for further help on this screen.

SAM-P
_ _ _ _ _

Host Edit Setup Help

```

18 JUL 00      <FOUO> RESERVATION ROSTER FOR QS HF      (RL)  PAGE  1 OF  1
FY 00 SCH 907  CRS ALMC-CL                      PH    CLS 719  RDATE 25 SEP 00
TITLE CONTRACTING OFFICER REPRESENTATIVE          CFLAG   SDATE 25 SEP 00
ALLOCS 0      RESERVATIONS 0      WAITS 0      AVAILABLE 0      EDATE 29 SEP 00
                * ENTER A, C OR S IN THE U COLUMN *
U RS QS CP SSN      NAME                      PG G REMARK      MESSAGE
A W HF BC  xxx-xx-xxxx KELLY JIM              11 M      072
ADDRESS PACIFIC CPOC BLD 56      FT RICHARDSON    AK 99504-0000
DTYPOS TRAINING COORDINATOR                      PMOS
SECCLR F BR  FA  SERIES 0301 HNDICPD N CAREER PGM

-- -- -- -- 000-00-0000 -- -- -- -- 00000-0000
ADDRESS
DTYPOS
SECCLR BR FA SERIES HNDICPD N CAREER PGM

-- -- -- -- 000-00-0000 -- -- -- -- 00000-0000
ADDRESS
DTYPOS
SECCLR BR FA SERIES HNDICPD N CAREER PGM

TNG LOCA ATLANTA      GA  NAME CATHY TERRELL      404-464-8080
FIND =>      PAGE NO =>      ERR CODE =>      WHERE NEXT =>
PF1:HELP PF2:ERR PF4:OPT PF7:UP PF8:DN PF9:AUTOFILL PF12:NOCANCEL
                7/27                        12:50:01 IBM-3278-2
ATTN|Clear|Erase EOF|Print Scrn|Home|Enter|New Line|Tab|PA1|PA2|PA3|Reset
PF1 | PF2 | PF3 | PF4 | PF5 | PF6 | PF7 | PF8 | PF9 | PF10 | PF11 | PF12

```

ATRRS Appendix A LOGON ID & PASSWORD

What do I need to access ATRRS?

In order to access ATRRS each user must have a valid **LOGON ID** and **PASSWORD** that is issued by the Director, Single Agency Manager-Pentagon (SAM-P). The SAM-P LOGONID Request Form 9-R is on the next page of this Appendix.

The SAM-P Form 9-R has three sections. All three sections must be completed correctly in order for the form to be accepted and for a LOGON ID and PASSWORD to be issued.

Part A of the form requires personnel data on the individual requesting the LOGON ID. This information includes first and last name, social security number, rank, phone number and unit information. Use official organization and office symbol.

Part B requires the signature of the applicant.

Part C is a security verification of the LOGON ID applicant. All users on ATRRS must have at least a favorable National Agency Check (NAC). If a NAC clearance has not been completed, neither a LOGON ID nor a PASSWORD can be issued. Part C must also have the date of issue, the issuing agency, the type of investigation, the date the investigation was completed and the signature of the security manager. The second portion of part C requires the name of the system to be accessed (in this case ATRRS), the signature, and COMPLETE mailing address (no acronyms please, include room and building numbers) of the TASO. Finally, the individual requesting a LOGON ID and PASSWORD for ATRRS cannot sign as their own Security Manager or the TASO. Please contact the ATRRS Help Desk for more information.

**Please Fax complete form to:
ATRRS Help Desk Attn: User Access
Comm: (703) 645-0432 Or DSN: 224-6300**

Please complete this form and forward it to the address at the bottom of this page. Improper submissions will be returned.
Please type or print.

PART A

1. FULL NAME _____ 2. SSN _____
(LAST) (FIRST) (MI)

3. RANK/GRADE _____ 4A. ORGANIZATION ACRONYM _____
4B. OFFICE SYMBOL _____

5. OFFICE PHONE: (COMMERCIAL) (____) _____ : DSN _____
6. IF CLASSIFIED LOGONID REQUIRED STATE TERMINAL # _____
7. STATE ANY PREVIOUS LOGONIDS ISSUED: _____

PART B

I certify that I have read, understand, and will comply with the security policies and procedures prescribed in the NISA TASO handbook. I know that any violations of these procedures by me, any unauthorized use of Government resources, or withholding knowledge of any suspected violation may result in termination of user privileges on the SAM-P system and submission of a report to my supervisor.

SIGNATURE _____ DATE _____

PART C SECURITY VERIFICATION

1. I certify that _____ holds a valid clearance of _____
Issued _____ by _____
(DD/MM/YY) (Issuing Agency)

Type of investigation _____ Date completed _____
Security Manager _____
(TYPE/PRINT NAME) (SIGNATURE) (PHONE#)

2. I have reviewed this request and certify that the applicant has need for access and has been briefed on terminal area security. SYSTEM(S) TO ACCESS (i.e. ARPMIS, ATRRS, TAADS, ADSS, SAILS) _____
TASO _____
(TYPED NAME) (SIGNATURE) (AUTOVON)

3. TASO/COR MAILING ADDRESS _____
NO ACRONYMS PLEASE ATTN: _____

(STREET ADDRESS, P.O. BOX)

(CITY) (STATE) (ZIP)

NISA Form 9-R, JAN 95

Please Fax complete form to:
ATRRS Help Desk Attn: User Access
Comm: (703) 645-0432 Or DSN: 224-6300

ATRRS Appendix B HELPFUL HINTS

School Codes

All DOD schools listed in ATRRS have their own school code. Many people who submit training requests will not know the ATRRS school code. You can view all the school codes listed in ATRRS in the “Verification Tables” display (**VR** display). At the “Main Option Menu” type “VR” at the “Display Desired” prompt and click the “Enter” button. Follow the instructions on the “VR” screen to view the school codes.

Hint

Here are a few of the most common school codes used:

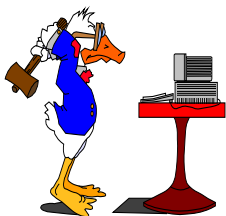
- 181** JAG School
- 551** Transportation School
- 805A** Finance School
- 907** Army Logistics Management College
- 910** Ammunition School

Course Codes

All DOD schools listed in ATRRS have a specific course number. Many people who submit training requests will not know the ATRRS course number. You can view the course number for a school in the “School Course List” display (**LC** display). At the “Main Option Menu” type “LC” at the “Display Desired” prompt, type the last two digits of the FY at the “Fiscal Year” prompt, type the school code at the “School Code” prompt, and click the “Enter” button. Page up and down the “School Course List” to view the course codes.

Class Numbers

All courses listed in ATRRS have a specific class number. Many people who submit training requests may know the class dates but will not know the class number. You can view the class numbers and dates for a course in the “Class Schedules” display (**C3** display). At the “Main Option Menu” type “C3” at the “Display Desired” prompt (ensure you have the “Fiscal Year”, “School Code” and “Course Number” information filled in) and click the “Enter” button. Page up and down the “Class Schedules” display to view the class numbers.



**When you feel like this call the
ATRRS Help Desk Number at
(703) 695-2060/2353**